

DD/A 81-1549
OTE 81-6742

22 July 1981

MEMORANDUM FOR: Director of Personnel

FILE: *Liaison*VIA: Deputy Director for Administration
Chief, Contract Personnel Division, CP
Security Officer, OTEFROM:
Director of Training and Education

SUBJECT: Memorandum of Oral Agreement

1. The following individuals have been retained under contract to provide instructional service in conjunction with the Advanced Intelligence Seminar No. 41. The effective dates of these contracts are 27 July - 7 August 1981 unless sooner terminated by actual notice.

Name and Address	Employer	Security Facility Access Approval	Fee & Source of Earnings on Form 1099
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2. These individuals are to be paid under Pan Account No. 0275-3101 on a fee-per-task basis in the amounts cited above upon certification that the tasks have been successfully completed. Income taxes are not to be withheld, but Forms 1099 are to be issued in conformance with Federal income reporting requirements.

SUBJECT: Memorandum of Oral Agreement

3. No commitments other than those stated above have been made to these individuals.



STAT

CONCUR:

/s/ William N. Hart

Deputy Director for Administration

24 JUL 1981

Date

APPROVED:

Director of Personnel

27 Jul 81

Date

Distribution:

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